



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

630 – VEHICLE THEFTS

GENERAL ORDER: 2008 - 53

ISSUED: October 29, 2008

EFFECTIVE: October 29, 2008

ACTION: Amends General Order 2007 - 13 (07/25/07) and re-numbers from 1090 to 630

630.00 PURPOSE

The purpose of this standard operating procedure is to establish procedures for properly investigating and reporting vehicle thefts.

630.05 VEHICLE THEFT INVESTIGATION

- A. Persons reporting a vehicle theft by phone should be directed to respond in person to a district station in order to have their theft investigated. A squad may be dispatched to the complainant's location if the complainant is unable to report in person, or if exigent circumstances exist that prevent the complainant from reporting the theft in person.
- B. The investigating member shall first query the license plate and Vehicle Identification Number (VIN) through the Department of Transportation (DOT) to verify vehicle ownership. The member shall then contact the Department of Public Works (DPW) Tow Desk and provide the VIN and license plate number to ensure the vehicle has not been towed or repossessed.
- C. The investigating member shall as soon as practicable, broadcast a description and other pertinent information regarding the stolen vehicle via KSA radio.
- D. A *Stolen Vehicle Supplemental Report* (Form PT-37) shall be filed by the investigating member and the original report sent to the Records Management Section for imaging. If a victim refuses to sign the PT-37, the theft will be deemed baseless and no reports shall be filed.
- E. Once it is determined that a vehicle theft occurred and the complainant has signed the *Stolen Vehicle Supplemental Report* (Form PT-37), the investigating member shall contact the dispatcher and obtain an Incident Report number (IR#).

REDACTED

- F. All reports shall be entered into ARS and the nature of the call shall be MOTOVEHTFT (motor vehicle theft).

- G. The investigating member shall enter a *Supplement* (NEW) in ARS, when applicable.
- H. Upon completion of the ARS entry, the Records Management Section personnel shall immediately enter stolen vehicle information into the NCIC/CIB system.
- I. If a vehicle is taken in a major crime (robbery, burglary, etc.) that information shall be entered into ARS by the investigating member under the 'vehicle' tab. The vehicle information must also be included on the ALL DABS teletype, especially if weapons were involved in the incident.

REDACTED

Records Management personnel shall immediately enter the stolen vehicle information into the NCIC/CIB System, and record it on the major crime vehicle record log.
- J. Shift commanders are responsible for the supervisory approval of all reports entered into ARS by their investigating members. Records Management Personnel are responsible for the supervisory approval of all stolen and recovered vehicle reports that are called in to the Stolen Vehicle Desk and simultaneously entered into ARS, as well as the validation of stolen vehicle information entered into the NCIC/CIB system.

630.10 RECOVERED STOLEN VEHICLES

A. CITIZEN RECOVERIES

- 1. Citizens locating their reported stolen vehicle shall not be allowed to cancel a stolen vehicle by telephone. A squad shall be dispatched to their location to verify the return of the vehicle.
- 2. If a citizen reports in person with the vehicle to a district station, an officer shall verify the recovery of the stolen vehicle.

B. RECOVERY PROCEDURES

Police members locating a reported stolen vehicle or verifying a vehicle recovered by the owner/operator shall:

- 1. Confirm ownership, license, VIN, and registration of the recovered vehicle.
- 2. Stolen vehicles shall not be processed for evidence, unless one of the following situations exist:
 - (a) The vehicle was taken during the commission of a felony, other than the vehicle theft itself or operating auto without owner's consent.
 - (b) The vehicle was used in a felony after the vehicle was stolen.

- (c) The investigating member has a compelling reason to believe that physical evidence exists that will directly link the vehicle theft to the person(s) responsible for the theft or the person(s) that operated the vehicle after it was stolen.
- 3. Reasonable effort shall be made by the investigating member to contact the vehicle owner. This may be done in person, by phone, or by leaving a Referral Memo (Form PR-3) at the owner's residence.
- 4. If the owner is unavailable or unable to come to the scene to claim their vehicle and they authorized the vehicle to be towed, the investigating member shall contact the DPW Tow Desk and obtain a tow reference number.
- 5. If a vehicle is going to be towed, all relevant information shall be documented on the tow slip including all damage to the vehicle and property located inside of the vehicle.
- 6. If the owner did not authorize a tow and is unavailable or unable to come to the scene, the vehicle shall be secured as well as possible and left for the owner to claim, as long as the vehicle is legally parked.
- 7. The investigating member shall contact the Stolen Vehicle Desk to have the recovered vehicle information entered into ARS.
- 8. In those cases when the investigating member deems it necessary to document the events or pertinent information regarding the vehicle recovery, they shall enter their own Supplement (NEW) into ARS. Members shall not access the recovery report entered by the Stolen Vehicle Desk personnel or add their information to this report.
- 9. Upon receipt of the recovery information, Records Management Section personnel shall immediately remove stolen vehicle information from the NCIC/CIB system. They shall enter the license plates into NCIC/CIB if not recovered with the vehicle.

C. VEHICLES RECOVERED BEFORE BEING REPORTED STOLEN

- 1. Police members locating a vehicle, which may be stolen, but has not yet been reported, shall make every effort to contact the owner.
- 2. If the owner confirms that the vehicle is stolen, the investigating member shall follow the aforementioned vehicle theft investigation and recovery procedures.
- 3. If the investigating member is unable to make contact with the owner, the vehicle shall be towed for safekeeping.

D. LOCAL STEAL/ LOCAL RECOVERY- ARREST

1. Upon making an arrest, the investigating member shall contact the dispatcher and obtain an IR# for Operating Auto Without Owner's Consent (OAWOOC).
2. The investigating member shall notify their shift commander who will in turn notify the Criminal Investigation Bureau's shift commander of the arrest.
3. If CIB is not responding to the scene, members shall follow the vehicle recovery procedures in 630.10(B).
4. The investigating member shall enter the OAWOOC, to include the arrest, as an Original (ORIG) into ARS as follows:

Nature of Call: Shall be MOTOVEHTFT (Motor Vehicle Theft.)

Location field: Is the location where the OAWOOC was observed.

Offense Sub tab: Offense is 943.23(3) (Drive/Oper Veh WO Consent: Unaut Use Vehicle).

Report Extra Sub tab: Enter Related IR # (this is the Motor Vehicle Theft IR #).

Victim Tab: Enter the victim information that is listed in the Motor Vehicle Theft report.

Vehicle Tab: Involvement field – Involvement shall be "CRM" (Object of a Crime).

Recovery Sub tab: Enter nothing. This information should already be in the "recovered vehicle" ARS report.

E. OUTSIDE JURISDICTION STEAL RECOVERED LOCALLY

1. Vehicles reported stolen by outside agencies and subsequently recovered in the City of Milwaukee, whether there is a related arrest or not, require teletype notification to the outside agency by the investigating members work location advising them that we have recovered a vehicle stolen from their jurisdiction and requesting the following:

Confirmation of the vehicle theft.

A copy of the outside agencies reports related to the theft.

If a member of the outside jurisdiction will be responding to the scene of the recovery.

If the vehicle owner will be responding to claim their auto or if it should be towed.

a. No Arrests

1. The outside jurisdiction shall be notified of the recovery via teletype.

2. The investigating member shall contact the Dispatcher to obtain an Incident Report # and then contact the DPW-Tow Desk to have the vehicle towed if the owner is unable to retrieve their vehicle or requests that it be towed.
3. If the outside jurisdiction will not be responding to the scene to process the recovery, members shall follow the vehicle recovery process noted in 630.10(B)
4. The investigating member shall enter the outside jurisdiction's recovery report into ARS as an Original (ORIG) as follows:

The Nature of Call shall be "OUTSIDEREC".

The location field shall indicate the address where the vehicle was stolen.

No offense shall be entered in the Offense Sub tab.

No victim shall be entered in the Person's Tab. Involvement of the owner (victim) shall be entered as "REP" (Reported By).

Vehicle Tab, "Involvement" field, officers shall select "OUT" (Outside Recovery Other Agency).

Recovery Sub tab, "St/Loc/Rec" field, officers shall select "OL" (Stolen Other/Recovered Local).

b. Arrests

1. The outside jurisdiction shall be notified via teletype.
2. The investigating member shall notify their shift commander to determine if CIB will be assisting in the investigation.
3. If CIB or the outside jurisdiction will not be responding to the scene to process the recovery, members shall follow the vehicle recovery process noted in 630.10(B).
4. The investigating member shall contact the Dispatcher to obtain an Incident Report # and then contact the DPW-Tow Desk to have the vehicle towed if the owner is unable to retrieve their vehicle or requests that it be towed.
5. The investigating member shall then enter the outside jurisdiction's recovery report into ARS as an Original (ORIG) as follows:

The Nature of Call shall be "MOTOVEHTFT".

The location field shall indicate the location where the vehicle was stopped.

Offense Sub tab, Offense is 943.23(3) (Drive/Oper Veh WO Consent/UnauthUseVehicle).

Persons Tab, One of the "Involvements" will be "VIC" (Victim (Person)) the person who is the owner of the vehicle.

Vehicle Tab: "Involvement" field, officers shall select "SAR" (Stolen and Recovered).

Recovery Sub tab: "St/Loc/Rec" field, officers shall select "OL" (Stolen Other/Recovered Local).

6. All of the outside agency's reports and teletype correspondence shall be sent to the Records Management Section for imaging.

F. RECOVERIES MADE BY OUTSIDE AGENCIES

1. When an outside agency recovers a stolen vehicle that was entered into the NCIC/CIB system by the Milwaukee Police Department, that agency shall notify our Department via teletype REDACTED
2. Upon receipt of the teletype, Criminal Investigation Bureau (CIB) personnel shall immediately remove the stolen vehicle information from the NCIC/CIB system, notify the owner, enter the recovery information into ARS, and provide the outside agency with complainant information available from the Records Management System and/or Intellinetics. REDACTED

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EDWARD A. FLYNN
CHIEF OF POLICE

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